

Article 12 - Payment

- A. The Subcontractor shall invoice SRNS monthly. All invoices shall include, as a minimum, the Subcontract Number, the invoice period, the charges for work as identified in the Compensation Schedule, Article (**number**) and the cumulative charges to date.. Invoices that include price elements not contained in the Compensation Schedule and/or are not in accordance with the requirements of this article will be returned unpaid. The Subcontractor shall provide separate invoices for labor and travel/per diem expenses as follows:

Labor:

Provide one monthly invoice for hours worked. SRNS will compensate the subcontractor only for hours worked as documented on the SRNS time sheets. The labor invoice must be accompanied by approved SRNS time sheets for the hours being billed.

The cost of a background check (when requested by SRNS) may be billed on the labor invoice, and must be accompanied by a receipt.

Travel/Per Diem:

Provide one monthly invoice for travel and per diem expenses. This invoice must be for the same time period as a labor invoice, and **must reference the labor invoice for that period.** The invoice should summarize the expenses for the period by category as follows:

- Lodging
- M&IE
- Transportation

The following supporting information must accompany the invoice:

- Completed, signed SRNS Expense Reports (Attachment)
- Receipts for transportation and lodging expenses as required by the SRNS Travel Compensation Schedule